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Orig. & Draft

MEMORANDUM FOR: Chief, Regulations Control Staff, DD/A

SUBJECT: Publication of proposed notice [] (Forms Management - Handling Classified Forms)

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1. Request publication of the attached proposed notice No. [] Forms Management - Handling Classified Forms. This matter has been discussed by [] Chief, Forms Management Branch, Records Services Division, with [] of your staff 16 December 1953.

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2. The notice is self-explanatory. Its purpose is the prevention of over-classification of forms while blank, reduction of requirements for secure storage facilities and simplification of printing, storing, issuing and handling procedures.

3. An AB distribution is recommended.

4. The following coordination has been obtained.

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a. [] , Printing Advisory Staff, GSO
b. [] , Security Officer, GSO
c. [] , Security Officer, DD/A

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[]
Chief, General Services Office

1 Encl.
Proposed Notice

GSO/RID/FMB/mh (17 Dec. 53)

Distributions:

Orig. & 2 - Addressee
1 - PAS, GSO
1 - P&RD GSO
1 - SO, GSO
1 - SO, DD/A
1 - Logistics Office, DD/A
2 - General Services

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REFERENCES:

FORMS MANAGEMENT - HANDLING CLASSIFIED FORMS

1. Traditionally, forms used by the Agency have been preprinted with classification categories applicable to completed documents despite the fact that the blank forms may not actually contain any official information which would require protection in the interests of national defense until insertion of "fill-in" information. Nevertheless such blank forms so classified must be afforded the same security considerations in printing, storing, issuing and handling as would be given completed documents. This has resulted in increased requirements for safes, and fire resistant safe-type cabinets or vaults as well as inconvenience to personnel required to print, store, issue and handle stocks of blank forms. All such unnecessary use of facilities and security processing increases costs and decreases efficiency of operations.

2. To alleviate this situation, forms which are classified solely by virtue of information inserted at the time the form is accomplished, but which contain no classified information when blank, will be considered unclassified until accomplished and will be handled accordingly. Such forms will be printed with the appropriate classification markings top and bottom followed by the phrase "When Filled In"; for example, "SECRET, (When Filled In)".

3. Blank Forms actually containing classified information prior to completion will be printed with the classification appropriate to the completed document even though such classification is higher than would be warranted by the printed data appearing on the form. Example: If a form when blank carries the classification of "CONFIDENTIAL" and would require raising to "SECRET" when completed, the form will be printed with the higher classification. In such instances the words "When Filled In" will be omitted.

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4. Area Records Officers, who are responsible for initially reviewing requests for approval of forms, will make certain that the classification assigned any blank form is appropriate as outlined in this memorandum, prior to submission to the Forms Management Branch, Records Services Division, General Services Office.

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5. For additional information concerning this or other Forms Management matters contact Forms Management Branch, General Services Office, Room 120,

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

I. K. WHITE
Acting Deputy Director
(Administration)

DISTRIBUTION AB

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